

FELIXSTOWE TOWN COUNCIL

MINUTES OF THE RECONVENED ANNUAL GENERAL MEETING OF THE COUNCIL

Held on Wednesday 21st May 2014 at Felixstowe Town Hall

Present: Councillors Newman (Mayor), Bird, Deacon, Jan Garfield, Jon Garfield, Savage, Sennington, Sharman, Slemmings, Smith, Stokell, Webb and Williams.

Also present: One members of the public and the press.

16. PUBLIC QUESTION TIME

A member of the public enquired regarding proposals by the Carnival Association to have live music playing on the seafront on the Saturday of the Carnival. The Mayor invited Councillor Jan Garfield, Treasurer of the Carnival Association to respond. Councillor Garfield confirmed the Carnival Association would be seeking Public Entertainment Licences for three locations and the public consultation process would begin next week. The on-site notices would give full details of the time of the event, and how to object to the application.

17. PRAYERS

The meeting was opened with prayer by Rev David Kemble, Trinity Methodist Church.

18. APOLOGIES

Apologies for absence were received from Cllrs Barber, Morris, and Walker.

19. DECLARATIONS OF INTEREST

Councillors Bird, Deacon, Savage, Sennington, Sharman, Slemmings, Smith and Williams declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council.

Councillors Newman declared a Local Non Pecuniary Interest as a Member of Suffolk County Council.

Councillors Savage and Webb declared a Pecuniary Interest as holders of Exclusive Rights of Burial in the Cemetery.

Councillor Smith declared a Local Non Pecuniary interest as having relatives in the Cemetery.

20. REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

21. MINUTES OF THE MEETING OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD ON 7th MAY AND THE EXTRA-ORDINARY MEETING OF THE COUNCIL HELD ON 13th MAY 2014

Councillor Williams asked that her abstention be recorded in item 14 of the extra-ordinary meeting held 13th May. With that amendment, the minutes of the Meeting of the Council held on 7th May and the Extra-Ordinary Meeting of the Council held on 13th May 2014 were confirmed as a true record by those present and the Chairman was authorised to sign them.

22. TO REVIEW ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS WITH OTHER LOCAL AUTHORITIES AND REVIEW CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

The Council agreed to defer this item to its meeting to be held on 4th June 2014.

23. TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

The Council confirmed that the Council would nominate representatives to the following groups/meetings:-

Organisation	Organisation	Organisation
Felixstowe & District Council for Sport & Recreation	Landguard Partnership	Felixstowe Wesel Association
Felixstowe CCTV Partnership	Port of Felixstowe Local Authority Liaison Committee	Felixstowe Travel Watch
Felixstowe Ferry Fairways Committee	Safer Neighbourhood Team	Haven Ports Welfare
Felixstowe Ferry Forum	Youth Forum	SALC Area Meeting
Felixstowe Futures	Emergency Schemes	Felixstowe Old People's Welfare Association

Felixstowe Libraries and Heritage Advisory Committee	Powered Watercraft Management Working Group	Felixstowe Salzwedel Partnership Association
Felixstowe Nightsafe	Town Centre Management Group	Felixstowe Freight Quality Partnership

The Council agreed to include a regular agenda item on each future Full Council meeting "To receive reports from representatives on external bodies".

24. TO REVIEW THE INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

The Council noted the current schedule of assets.

25. TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council noted and confirmed the insurance cover for its risks.

26. TO REVIEW THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council confirmed it would subscribe to the following organisations in its own right:-

- a) SALC
- b) Institute of Cemetery & Cremations Management
- c) Community Action Suffolk
- d) Ipswich Transport Museum

The Council confirmed it would pay the following subscriptions for staff:-

- a) Technical Officer – RICS membership
- b) Town Clerk – Society of Local Council Clerk's membership

27. TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE

The Council agreed to revise its complaints procedures as follows:-

FELIXSTOWE TOWN COUNCIL

COMPLAINTS PROCEDURE

Before the Meeting

1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put his complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
2. If the complainant does not wish to put the complaint to the Clerk or other proper officer, they may be advised to put it to the Mayor of the Council.

3. The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Town Council's Appeals Committee.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The Appeals Committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the next meeting of the Town Council in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, Clerk or other proper officer to explain the Council's position.
12. Members to ask any question of the Clerk or other proper officer.
13. Clerk or other proper officer and complainant to be offered opportunity of last word (in this order).
14. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made.
(If a point of clarification is necessary, both parties to be invited back)
15. Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

28. TO REVIEW THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

The Council reviewed its procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and agreed to adopt the Policy and Procedures as recommended by the Town Clerk.

29. TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Council agreed to defer consideration of this item to the meeting of 4th June 2014.

30. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL

The Council agreed its future scheduled meeting dates as follows:-

4th June, 6th August, 24th September, and 3rd December 2014, 4th February, 1st April and provisionally 20th May.

31. TO APPOINT REPRESENTATIVES TO OUTSIDE COMMITTEES AND ORGANISATIONS

The Council agreed to appoint the following as its representatives at these groups/meetings:-

Organisation	Current Council Representative (Councillors unless otherwise denoted)	Organisation	Current Council Representative (Councillors unless otherwise denoted)
Felixstowe & District Council for Sport & Recreation	Barber, Savage and Walker	Felixstowe Salzwedel Partnership Association	Deacon and Savage
Felixstowe CCTV Partnership	Jon Garfield, Savage, Sennington, Smith, Stokell and Walker	Felixstowe Wesel Association	The Town Mayor, Deacon, Jon Garfield and Sennington
Felixstowe Ferry Fairways Committee	Slemmings	Felixstowe Travel Watch	Walker
Felixstowe Ferry Forum	Savage	Haven Ports Welfare	Deacon
Felixstowe Futures	Savage and Sennington. Town Clerk	Landguard Partnership	Savage

Felixstowe Libraries and Heritage Advisory Committee	Sennington, Sharman and Webb	Port of Felixstowe Local Authority Liaison Committee	The Mayor, the Town Clerk, Jan Garfield
Felixstowe Nightsafe	Sennington	Safer Neighbourhood Team	Jan Garfield, Savage, Sennington, Sharman and Williams
Felixstowe Old People's Welfare Association	Jan Garfield, Newman and Morris	Youth Forum	Morris, Savage and Sennington
SALC Area Meeting	Barber, Jon Garfield and Morris	Emergency Schemes	Jon Garfield, Slemmings and Smith
Town Centre Management Group	Jan Garfield and Morris	Powered Watercraft Management Working Group	Slemmings and Webb
Felixstowe Freight Quality Partnership	Smith		

32. TO COMMENT ON SUFFOLK COASTAL DISTRICT COUNCIL'S NEW AIR QUALITY REPORT

The Council noted the receipt of Suffolk District Council's new Air Quality Report.

33. TO CONSIDER THE PRODUCTION OF AN EMERGENCY PLAN FOR FELIXSTOWE

The Council agreed to form a Working Party, reporting directly to Full Council, to consider the production of an Emergency Plan, and comprising Councillors Slemmings, Smith, Morris, Webb and Williams.

34. TO NOTE THE LISTING OF 91-95 UNDERCLIFF ROAD AS AN ASSET OF COMMUNITY VALUE AND THE NEED TO DETERMINE FURTHER ACTION

The Council noted the listing of 91-95 Undercliff Road West as an Asset of Community Value and agree to produce a draft first-stage business plan with a view towards future acquisition. The Town Clerk was authorised to incur expenditure of up to £2,500 on professional fees and to report back with the business plan to the Town Members Committee.

35. TO RESPOND TO CONSULTATION REGARDING ON-STREET PARKING RESTRICTIONS

The Council had no objection to the proposed amendments to the on-street parking restrictions.

36. TO RECEIVE FEEDBACK ON THE PROPOSED QUESTIONNAIRE AND APPROVE ITS FINAL VERSION

The Council agreed to defer consideration of this item to the meeting of Full Council scheduled for 4th June 2014.

37. CLOSURE

The meeting was closed at 9.01 p.m.

Date: _____

Town Mayor: _____